

WYTRANS RTAP SCHOLARSHIP REQUEST FORM

PERSON(S) REQUESTING THE TRAINING



NAME _____ POSITION _____
AGENCY _____
ADDRESS _____
CITY _____ STATE _____
ZIP CODE _____ PHONE _____

Name of Director of Agency _____

Name of Training Program for which Scholarship is sought and brief description of program.
(attach brochure if available) _____

Training Date(s): June 9-12, 2024 **Training Location:** West Palm Beach, FL

Because RTAP funding is involved, you are required to prepare a report on your training for WYTRANS. How will you share this training with WYTRANS? _____

ESTIMATED COST

Registration _____
Travel _____
Lodging _____
Meals _____
TOTAL _____

Scholarship request \$ _____

Scholarship Requests for EXPO 2024 must be received by April 30, 2024.

Explain why your organization needs financial assistance for this program.

List previous programs you have attended with RTAP scholarship funding.

<u>Program</u>	<u>Date</u>	<u>Location</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATEMENT OF APPLICANT

I am an employee or Board member of the above agency. I will submit receipts for registration, travel, lodging, and meals only to WYTRANS for reimbursement to the Agency. I will prepare a written report on the program which WYTRANS will reproduce and distribute to the membership, and will submit to WYTRANS a copy of program materials, workbooks, etc.

Signature Date

FOR WYTRANS USE

_____ Date Received

_____ Approved _____ Disapproved

_____ Amount _____ Date

_____ Date

WYTRANS Board or Staff WYTRANS President

WYTRANS
RTAP SCHOLARSHIP GUIDELINES
For Out of State Training

WYTRANS has established the following guidelines for scholarships for out of state training.

1. The WYTRANS Board approves out of state travel, with staff recommendation.
2. Funding is a reimbursement, made only after receipts and report from the trip are submitted.
3. Funding is eligible for:
 - Registration
 - Travel
 - Meals
 - Lodging
4. Reimbursement is made to the Agency, not the individual.
5. Eligible individuals are: Agency employees and board members.
6. WYTRANS will require a written report from each out of state conference attendee, summarizing the conference sessions.
7. Scholarship recipients will provide a copy of all resource materials from the training session to WYTRANS.
8. WYTRANS members will receive priority. WYDOT has a scholarship fund for use by WYTRANS and non-WYTRANS personnel.
9. All scholarship requests for EXPO 2024 must be submitted to WYTRANS by April 30, 2024.